F.1	Delivery Requirements	1
	Delivery Responsibilities	
	Shipment and Risk of Loss	
F.4	Purchase Deliveries	3
F.5	Next Business Day Warranty Locations	3
	Small Business Subcontracting Reports – Applies to ALL Contractors except for Small	
	esses	

F.1 Delivery Requirements

- (a) Delivery of products to both CONUS and OCONUS locations shall be in accordance with individual delivery orders issued. The contractor shall start accepting orders on or before the completion of the 30-day start-up period. Delivery to the address(es) specified in each delivery order shall be within 20 calendar days for CONUS addresses, and 30 calendar days for OCONUS addresses from the date a valid order is received by the contractor, or as otherwise agreed to by the parties.
- (b) Partial shipments and partial payments are not allowed under the ID/IQ contract unless otherwise specified by the ordering Contracting Officer.
- (c) Alternate or additional delivery terms or schedules, such as ship-in-place, expedited shipping or shipping to APO addresses, shall be negotiated between the Contractor and the ordering Contracting Officer.
- (d) Upon shipment of product(s), the Contractor shall e-mail the ordering Contracting Officer, or the individual the order will be shipped to (if an e-mail address is provided). The e-mail shall include the delivery order number, when the order was shipped, the tracking number used by the common carrier, a worldwide web "hot-link", and if possible, a toll free number to the common carrier.

F.2 Delivery Responsibilities

- (a) Coordination and scheduling of shipment delivery is the responsibility of the ordering activity. Shipping is Free On Board (FOB) Destination with evidence of delivery.
- (b) If an item cannot be delivered within the delivery time for that item, the Contractor shall notify the issuing Contracting Officer or authorized ordering official within two business days of receipt of order of the expected delivery date for the ordered item(s). Upon notification, the Ordering Agency may choose to cancel the order or request due considerations for the delay.

F.3 Shipment and Risk of Loss

The contractor shall ship all items F.O.B. destination. Risk of loss shall pass to the Government upon delivery. All shipping and freight charges for delivery shall be included in the negotiated

prices of the contract to CONUS locations. Additional charges shall apply for shipments to OCONUS locations. The contractor agrees to ship items with inside delivery included.

At the option of the customer, the contractor will palletize orders that contain twenty (20) boxes or more.

The contractor agrees to provide arranged scheduled delivery for orders over 20 systems to the same location, if requested by customer.

Items not addressed or shipped properly may, at the discretion of the Government, be returned to the contractor at no cost to the Government.

DIVERSION OF SHIPMENT UNDER F.O.B. DESTINATION (applicable to shipments outside the contiguous 48 states)

- (a) When a place of delivery is changed in accordance with the Changes clause of this contract, the contract price shall be adjusted pursuant to that clause for any resulting increase or decrease in the cost of performance. No adjustment shall be made for changes in transportation costs when supplies are identically priced for delivery regionally or nationally and the place of delivery is changed within the area to which the identical price applies. In all other cases, price adjustments due to changes in transportation costs shall be determined by comparing the cost of--
- (1) Shipments to the new destinations as evidenced by copy of paid freight bills to be supplied by the Contractor with the invoice; and
- (2) Shipments to the original or old destination as evidenced by copy of the appropriate paid freight bills to be supplied by the Contractor, or, in the event no shipments were made, as evidenced by the applicable rates of a common or contract carrier. If carrier rates are not publicly filed with any regulatory body, (e.g., interstate shipments moving by rail piggyback service) the Contractor shall provide a copy of the contract, letter agreement or other written communication from carriers quoting the rates/changes that would have been applied for shipments to the original or old destination.
- (b) If (1) shipments to the new destination are made by the Contractor's owned or leased trucks and/or (2) shipments to the original destination were made or would have been made by the Contractor's owned or leased trucks, the Contractor shall so certify. The Government shall make an appropriate adjustment in contract prices for payment purposes by substituting a rate equal to 70 percent of the lowest applicable rate published in common carrier tariffs as of the date of shipment for the Contractor's actual rate or contemplated transportation costs.
- (c) If any or all of the following data are not clearly shown on, or available from, copies of paid freight bills for each diverted shipment, the Contractor shall supply a statement showing the--
 - (1) Full name of the carrier or carriers in the routing
 - (2) Number of containers
 - (3) Gross shipping weight

- (4) Actual date of shipment and
- (5) Freight description for the supplies as indicated in the "National Motor Freight Classification" or the "Uniform Freight Classification" (Rail).
- (d) For international shipments, the contractor will make its best effort to change the destination address during shipment, as needed. However, each instance must be negotiated on a case-by-case basis.

F.4 Purchase Deliveries

The contractor shall deliver items purchased under the Contract to DOT locations worldwide. Information on these locations is provided as follows:

OST: DOT HQ (1200 New Jersey Ave. SE, Washington, DC)

FAA: FAA HQ (800 Independence Ave. SW, Washington, DC) plus

http://www.faa.gov/about/office_org/ for list of office locations

FHWA: DOT HQ plus http://www.fhwa.dot.gov/field.html for field offices

FMCSA: DOT HQ plus field offices at

http://www.fmcsa.dot.gov/about/contact/offices/displayfieldroster.asp

FRA: DOT HQ plus regional offices at http://www.fra.dot.gov/Pages/373.shtml

FTA: DOT HQ plus field offices at

http://www.fta.dot.gov/about_FTA_FTA_Offices.html

MARAD: DOT HQ plus gateway offices:

http://www.marad.dot.gov/about_us_landing_page/gateway_offices/Gateway_Pre

sence.htm plus Merchant Marine Academy: http://www.usmma.edu/

NHTSA: DOT HQ plus regional offices:

http://www.nhtsa.dot.gov/nhtsa/whatis/regions

OIG: DOT HQ plus regional offices: http://www.oig.dot.gov/contact-us

PHMSA: DOT HQ plus regional offices: http://www.phmsa.dot.gov/about/org

RITA: DOT HQ plus Cambridge, MA and Oklahoma City, OK:

http://www.rita.dot.gov/contacts/

SLSDC: DOT HQ plus Operations HQ: http://www.greatlakes-

seaway.com/en/contact-us/slsdc/index.html

STB: 395 E Street SW, Washington, DC

F.5 Next Business Day Warranty Locations

Next business day (NBD) warranty service is required for all CONUS FAA locations, Alaska, Puerto Rico and Guam. The following table is a partial listing of known metropolitan areas where NBD service is required. The FAA understands that next business day service may not be available in some remote locations.

State City State City State City	State	City	State	City		State	City
--	-------	------	-------	------	--	-------	------

State	City
AK	Anchorage
AK	Fairbanks
AK	Juneau
AK	Kenai
AL	MOBILE
AL	Montgomery
AL	VESTAVIA HILLS
AR	LITTLE ROCK
AZ	Phoenix
AZ	SCOTTSDALE
CA	ALAMEDA
CA	BURLINGAME
CA	DALY CITY
CA	EL SEGUNDO
CA	Fremont
CA	FRESNO
CA	HAWTHORNE
CA	LAKEWOOD
CA	Lawndale
CA	LONG BEACH
CA	Los Angeles
CA	Palmdale
CA	Rancho Cordova
CA	RIVERSIDE
CA	SACRAMENTO
CA	San Diego
CA	SAN JOSE
CA	VAN NUYS
CO	Denver
CO	Grand Junction
CO	Longmont
CT	Windsor Locks
DC	Washington
FL	FT LAUDERDALE
FL	Hilliard
FL	LAKELAND
FL	Miami
FL	ORLANDO
FL	Palm Coast
FL	PANAMA CITY
FL	Tampa

State	City
GA	Atlanta
GA	College Park
GA	East Point
GA	Hampton
GA	Peachtree City
GA	SAVANNAH
HI	Honolulu
IA	ANKENY
IA	Des Moines
ID	Boise
ID	Meridian
IL	Aurora
IL	Des Plaines
IL	Elgin
IL	SCOTT AFB
IL	SPRINGFIELD
IL	WEST CHICAGO
IN	Indianapolis
IN	PLAINFIELD
IN	SOUTH BEND
KS	Olathe
KS	WICHITA
KY	Erlanger
KY	LOUISVILLE
LA	Barksdale AFB
LA	BATON ROUGE
LA	Shreveport
MA	Burlington
MA	East Boston
MA	LEXINGTON
MD	GLEN BURNIE
MD	Glenn Dale
MD	Rockville
MD	Silver Spring
ME	PORTLAND
MI	Battle Creek
MI	Belleville
MI	Grand Rapids
MN	Apple Valley
MN	BLOOMINGTON
MN	MINNEAPOLIS

State	City
MO	Earth City
MO	Independence
MO	Kansas City
MO	ST ANN
MO	St. Charles
MS	JACKSON
MT	Billings
MT	HELENA
NC	Charlotte
NC	GREENSBORO
NC	Monroe
NC	Raleigh
ND	FARGO
NE	Bellevue
NE	LINCOLN
NH	Merrimack
NH	Nashua
NJ	Atlantic City
NJ	Newark
NJ	SADDLE BROOK
NJ	Sewell
NJ	Trenton
NJ	West Trenton
NM	Albuquerque
NV	Las Vegas
NV	RENO
NY	Buffalo
NY	FARMINGDALE
NY	GARDEN CITY
NY	Jamaica
NY	LATHAM
NY	North Syracuse
NY	ROCHESTER
NY	Ronkonkoma
NY	Syracuse
NY	Westbury
OH	Cincinnati
OH	Columbus
	NORTH
OH	OLMSTED
OH	Oberlin

State	City
ОН	VANDALIA
OK	Bethany
OK	Oklahoma City
OR	Eugene
OR	HILLSBORO
OR	Portland
PA	ALLENTOWN
PA	Coraopolis
	NEW
PA	CUMBERLAND
PA	Philadelphia
PA	PITTSBURGH
PA	South Allentown
PR	Carolina
PR	SAN JUAN

State	City
RI	Warwick
SC	West Columbia
SD	RAPID CITY
TN	Memphis
TN	Nashville
TX	Dallas
TX	Euless
TX	Fort Worth
TX	Houston
TX	IRVING
TX	LUBBOCK
TX	San Antonio
UT	Salt Lake City
VA	Alexandria
VA	DULLES

State	City
VA	HAMPTON
VA	Herndon
VA	Leesburg
VA	SANDSTON
VA	Vienna
VA	Warrenton
WA	Auburn
WA	Burien
WA	EVERETT
WA	Renton
WA	SEATAC
WA	Spokane
WI	Milwaukee
WV	Charleston
WY	CASPER

F.5 Small Business Subcontracting Reports – Applies to ALL Contractors except for Small Businesses

The Contractor shall submit Individual Subcontracting Reports and Summary Subcontracting Reports (formally SF 294 & SF 295) semi-annually, in connection with the performance of the contract (see A. and B. below). These reports shall be submitted electronically via the Electronic Subcontracting Reporting System (ESRS) Web site, www.esrs.gov.

A. Individual Subcontract Report (formally SF 294)

The Contractor will submit an individual subcontracting report for this contract. The report will be submitted <u>semi-annually</u>, and at contract completion. Semi-annual reports will be <u>provided by</u> April 30th, for the period ended March 31st, and October 31st, for the period ended September 30th. These reports shall be delivered within 30 days after the close of each reporting period, unless otherwise directed by the Contracting Officer. A separate report is due within thirty (30) days after contract completion. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the last reporting period.

B. Summary Subcontracting Report (formally SF 295)

The Contractor shall submit a summary subcontracting report on **all of its contracts with the Federal Aviation Administration.** The report shall be submitted **annually** (for twelve months ended September 30th). The report shall be submitted no later than thirty (30) days, following the close of each reporting period